

**FINANCIAL ASSISTANCE
FUNDING OPPORTUNITY ANNOUNCEMENT**



**U. S. Department of Energy
National Energy Technology Laboratory**

**Weatherization Training, Technical Assistance, Analysis, And
Information Dissemination**

Funding Opportunity Number: DE-PS26-08NT00690

Announcement Type: Initial

CFDA Number: 81.117 EERE Info Dissemination, Outreach, Training

Issue Date:	06/26/2008
Letter of Intent Due Date:	Not Applicable
Pre-Application Due Date:	Not Applicable
Application Due Date:	07/28/2008 at 8:00:00 PM Eastern Time

NOTE: NEW REQUIREMENTS FOR GRANTS.GOV

Where to Submit

Applications must be submitted through Grants.gov to be considered for award. You cannot submit an application through Grants.gov unless you are registered. Please read the registration requirements carefully and start the process immediately. Remember you have to update your CCR registration annually. If you have any questions about your registration, you should contact the Grants.gov Helpdesk at 1-800-518-4726 to verify that you are still registered in Grants.gov.

Registration Requirements

There are several one-time actions you must complete in order to submit an application through Grants.gov (e.g., obtain a Dun and Bradstreet Data Universal Numbering System (DUNS) number, register with the Central Contract Registry (CCR), register with the credential provider, and register with Grants.gov). See <http://www.grants.gov/GetStarted>. Use the Grants.gov Organization Registration Checklist at <http://www.grants.gov/assets/OrganizationRegCheck.pdf> to guide you through the process. Designating an E-Business Point of Contact (EBiz POC) and obtaining a special password called an MPIN are important steps in the CCR registration process. Applicants, who are not registered with CCR and Grants.gov, should allow at least 21 days to complete these requirements. It is suggested that the process be started as soon as possible.

IMPORTANT NOTICE TO POTENTIAL APPLICANTS: When you have completed the process, you should call the Grants.gov Helpdesk at 1-800-518-4726 to verify that you have completed the final step (i.e. Grants.gov registration).

Microsoft Vista and Office 2007 Compatibility

Grants.gov is currently incompatible with both the new Microsoft (MS) Vista Operating System and the new Microsoft (MS) Office 2007 versions of Word, Excel, and Power Point. In order to create and submit your application to Grants.gov, you must find a computer with a previous version Microsoft Operating System, such as Windows XP.

If you attach a file created using MS Office 2007, you will not get an error message when you submit the application, HOWEVER, your entire application will not be able to be processed or accepted at Grants.gov and will not reach DOE. Grants.gov can accept applications with attachments created in MS Office 2007 if the attachments are saved in the prior format. See the http://www.grants.gov/assets/Vista_and_office_07_Compatibility.pdf for detailed instructions on how to do this. A file created in MS Office 2007 can be identified by the "x" at the end of the file extension, for example "sample.docx" for a Word file. Contact Grants.gov at 1-800-518-4726 with any questions.

Questions

Questions relating to the registration process, system requirements, how an application form works, or the submittal process must be directed to Grants.gov at 1-800-518-4726 or support@grants.gov. Part VII of this announcement explains how to submit other questions to the U.S. Department of Energy (DOE).

Application Receipt Notices

After an application is submitted, the Authorized Organization Representative (AOR) will receive a series of five e-mails. It is extremely important that the AOR watch for and save each of the emails. It may take up to two (2) business days from application submission to receipt of email Number 2. When the AOR receives e-mail Number 5, it is their responsibility to follow the instructions in the e-mail to logon to IIPS and verify that their application was received by DOE. The titles of the five e-mails are:

- Number 1 – Grants.gov Submission Receipt Number
- Number 2 – Grants.gov Submission Validation Receipt for Application Number
- Number 3 – Grants.gov Grantor Agency Retrieval Receipt for Application Number
- Number 4 – Grants.gov Agency Tracking Number Assignment for Application Number
- Number 5 – DOE e-Center Grant Application Received

The last email will contain instructions for the AOR to register with the DOE e-Center. If the AOR is already registered with the DOE e-Center, the title of the last email changes to:

Number 5 – DOE e-Center Grant Application Received and Matched

This email will contain the direct link to the application in IIPS. The AOR will need to enter their DOE e-Center user id and password to access the application.

TABLE OF CONTENTS

PART I – FUNDING OPPORTUNITY DESCRIPTION	5
FUNDING OPPORTUNITY ANNOUNCEMENT OBJECTIVES.....	5
PART II - AWARD INFORMATION.....	9
A. TYPE OF AWARD INSTRUMENT	9
B. ESTIMATED FUNDING	9
C. MAXIMUM AND MINIMUM AWARD SIZE	9
D. EXPECTED NUMBER OF AWARDS	9
E. ANTICIPATED AWARD SIZE	9
F. PERIOD OF PERFORMANCE	9
G. TYPE OF APPLICATION.....	9
PART III - ELIGIBILITY INFORMATION.....	10
A. COST SHARING.....	10
PART IV – APPLICATION AND SUBMISSION INFORMATION	11
A. ADDRESS TO REQUEST APPLICATION PACKAGE	11
B. LETTER OF INTENT AND PRE-APPLICATION	11
C. CONTENT AND FORM OF APPLICATION – SF 424	11
D. SUBMISSIONS FROM SUCCESSFUL APPLICANTS	14
E. SUBMISSION DATES AND TIMES.....	14
F. INTERGOVERNMENTAL REVIEW.....	15
G. FUNDING RESTRICTIONS	15
H. OTHER SUBMISSION AND REGISTRATION REQUIREMENTS	15
PART V - APPLICATION REVIEW INFORMATION.....	16
A. CRITERIA	16
B. REVIEW AND SELECTION PROCESS	16
C. ANTICIPATED NOTICE OF SELECTION AND AWARD DATES.....	17
PART VI - AWARD ADMINISTRATION INFORMATION	18
A. AWARD NOTICES.....	18
B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS	18
C. REPORTING	19
PART VII - QUESTIONS/AGENCY CONTACTS.....	20
A. QUESTIONS	20
B. AGENCY CONTACT	20
PART VIII - OTHER INFORMATION.....	21
A. MODIFICATIONS	21
B. GOVERNMENT RIGHT TO REJECT OR NEGOTIATE	21
C. COMMITMENT OF PUBLIC FUNDS	21
D. PROPRIETARY APPLICATION INFORMATION	21
E. EVALUATION AND ADMINISTRATION BY NON-FEDERAL PERSONNEL.....	21
APENDICES/REFERENCE MATERIAL.....	22

PART I – FUNDING OPPORTUNITY DESCRIPTION

FUNDING OPPORTUNITY ANNOUNCEMENT OBJECTIVES

The Department of Energy (DOE), National Energy Technology Laboratory (NETL), on behalf of the Office of Energy Efficiency and Renewable Energy's (EERE) Office of Weatherization and Intergovernmental Programs (OWIP), is seeking applications to conduct a variety of national and regional efforts in support of the Weatherization Assistance Program. Under this funding opportunity announcement, DOE will consider activities in support of the Weatherization Assistance Program (WAP) that include:

a) Develop partnership opportunities to leverage funds at the state and local level; b) Analyze information for the production of studies; c) Maintain Weatherization information on a website for easy access; and d) Outreach and communication. This announcement includes two areas of interest: 1) Leveraging Partnerships and Data Analysis, and 2) Training, Technical Assistance, and Information Dissemination.

BACKGROUND ON DOE WEATHERIZATION ASSISTANCE PROGRAM

DOE's Weatherization Assistance Program reduces energy costs for low-income households by increasing the energy efficiency of their homes, while ensuring their health and safety. The Program provides energy efficiency services to more than 100,000 homes every year. These services reduce average annual energy costs by \$413 per household.

The Program prioritizes services to the elderly, people with disabilities, and families with children. These low-income households are often on fixed incomes or rely on income assistance programs and are most vulnerable to volatile changes in energy markets. High energy users or households with a high energy burden may also receive priority.

The Weatherization network consists of DOE partnerships with state and local-level agencies to implement the Program. DOE awards grants to state-level agencies, which then contract with local agencies. Programs operate in all 50 states, the District of Columbia, and among Native American tribes.

Approximately 900 local agencies deliver weatherization services to eligible residents throughout the nation. Since the inception of the Program in 1976, over 5.6 million households have received Weatherization services. Weatherization returns \$1.65 in energy-related benefits for every \$1 invested in the Program. This cost-effective approach ensures the proper investment of taxpayer resources. For every \$1 invested by DOE, the Program leverages \$2.48 in other federal, state, utility and private resources. Agencies use leveraged resources to weatherize more low-income homes and to deliver more services while in the home. Information about the Weatherization Assistance Program can be found at <http://www.eere.energy.gov/weatherization>.

AREAS OF INTEREST

A. Area of Interest 1: Leveraging Partnerships and Data Analysis

Under this area of interest, applicants will work with states and local agencies on expanding financial resources of the Program at the federal, state, and local level; also known as leveraging. The specific objectives under this area of interest are: 1) Facilitate leveraging partnerships and 2.) Data development, collection, and interpretation.

1. Facilitate Leveraging Partnerships

The intent of this objective is to foster communications between network participants and potential

investors in the Weatherization Program. Leveraging additional funds to expand Weatherization services to qualified clients is significant to the DOE program. For every dollar invested by DOE, the Program leverages \$2.48 in other federal, state, utility and private resources. Since potential investors may be unaware of the dynamics of the Weatherization Assistance Program it is imperative to provide them with accurate localized information to encourage their participation with the Program.

“Expanded Resources: Leveraging/Partnerships” is one of the critical focal points in DOE’s Weatherization Plus initiative. Weatherization Plus is the strategic plan for the Weatherization Assistance Program that broadens the Program from its traditional focus on heating and cooling energy conservation to an expanded focus on whole-house energy usage and whole-community efforts. The other two components of Weatherization Plus include Consistent Delivery of Quality Services and the National Information Exchange Resources. More information can be found at <http://www.weatherizationplus.org>. The applicant shall participate in a leadership role (coordinate meetings, develop agendas, etc.) as part of the Expanded Resources focal point as well as be a member of the Weatherization Plus Committee since the main goal of this focal point is to expand leveraging partnerships.

Some examples of the current leveraging partnerships under the Program include: utility partnerships, affordable housing program partnerships, sustainable development and renewable energy funding partnerships, and electricity competition or ‘de-regulation’ opportunities. More information can be found at <http://www.weatherizationplus.org>.

Applications shall address innovative mechanisms to assist state and local agencies with sustaining existing relationships that leverage funds within the Weatherization network. Applicants shall discuss their ability to provide training and tools to cultivate additional leveraging partnerships. Applicants shall discuss their ability to effectively participate in the Expanded Resources focal point of the Weatherization Plus initiative. Applications shall address innovative approaches for leveraging partnerships in new markets, such as connecting the network with carbon dioxide reduction initiatives.

2. Data Development, Collection and Interpretation

The intent of this objective is to collect, develop, interpret and disseminate data for the Weatherization network. This data analysis examines the impact of energy related costs on low-income consumers. Additional analysis is needed to equip state and local agencies with current energy market data about public and private sector programs that respond to the energy needs of low-income households. This data will be used for public information and to assist state and local agencies with making decisions about priority investments. It is imperative to analyze data on current and potential energy savings from Weatherization measures, especially with the recent national dialogues on the potential for carbon emissions reductions requirements. This data will provide the Weatherization network with information that is necessary to play an active role in future carbon emission restriction markets.

Examples of reports developed from the data analysis mentioned above include the following: forecast for low-income consumers’ energy needs; poverty trends for workers and their families; and leveraging status reports and options for the southeast region.

Applications are sought to assist state and local agencies with fostering partnership efforts by providing network participants with detailed localized data on the impact energy prices have on the community and how Weatherization can reduce energy burdens specific to these areas. Applicants shall discuss their ability to provide training to network participants on how to effectively use the data generated to communicate the benefit of Weatherization in their constituency. Applications

shall address approaches for obtaining weatherization related energy market data and disseminating the information to network participants.

B. Area of Interest 2: Training, Technical Assistance, and Information Dissemination

Objective: Under this area of interest, applicants will maintain and disseminate regulatory and technical information for the Weatherization network. The specific objectives under this area of interest are to: A) maintain and update the Weatherization Assistance Program Technical Assistance Center (WAPTAC) website; B) conduct/coordinate orientation training for new state Weatherization directors; C.) develop materials for the WAP Public Information Campaign; D.) Maintain the System of Integrating and Reviewing Technologies and Techniques (SIRTT); and E.) participate in energy related conferences.

1. Weatherization Assistance Program Technical Assistance Center (WAPTAC)

The intent of this objective is to maintain and update the WAPTAC website located at <http://www.waptac.org>. WAPTAC is a technical assistance website that provides general information about energy conservation, utility restructuring, technology advancements, and provides the most up-to-date information available on implementing the Program. The applicant shall coordinate responsibilities with the Information Resources Working Group, which is part of the Weatherization Plus initiative; more information can be found at <http://www.weatherizationplus.org>. Examples of current information located on the WAPTAC site include the following: Weatherization Program Notices (guidance) and regulations; technical tools, such as energy audits and health and safety plans; and client education materials.

Applicants shall propose an approach to update the WAPTAC with the most current Weatherization Program information. Applicants shall discuss their planned approach to disseminate new information to the WAP network, for example through a list serve. Applicants shall identify and discuss their proposed approach to fostering alternative methods of communication with network participants.

2. Orientation Training

The intent of this objective is to develop training materials to be used to coordinate and conduct orientation training for new Weatherization state directors. This training provides information on the history of the Weatherization Program, best practices to implement requirements, and updates and examples on new program requirements. Some of the past orientation agenda items included best practices in state monitoring efforts and current trends in the WAP state and local operations offered by national experts and other state and local administrators, including the latest information on Weatherization Plus.

Applicants shall discuss in detail their proposed approach to provide comprehensive orientation training for new Weatherization state staff, including the development of training materials, coordination efforts, potential agenda items, and potential presenters.

3. WAP Public Information Campaign

The intent of this objective is to improve public awareness of the Program. The WAP Public Information Campaign communicates the benefit of the services provided and promotes benefits of the Program, such as delivering energy efficiency, increasing affordable housing, and positively impacting the communities of the families who are eligible for the Program. More information on the Campaign can be found at <http://www.waptac.org>.

Current materials developed for the Public Information Campaign include the following: tools to promote Weatherization Day, October 30th; talking points to describe the Program; and how-to guides for media outreach.

Applicants shall define and discuss their approach to reinforce and advance communication and outreach efforts to inform the public and clients about the benefits of the program. Applicants shall clearly address their plan to train the network on how to access various media outlets to target potential contributors to the program. Applications shall address innovative ideas and approaches to developing public information materials and include a detailed plan on information dissemination.

4. System for Integrating and Reviewing Technologies and Techniques (SIRTT)

The intent of this objective is to update, maintain, and increase traffic on the SIRTT website. SIRTT is a technical portal for Weatherization practitioners, material suppliers, and equipment manufacturers to share their new ideas, product technologies, and/or techniques with the Weatherization network. The SIRTT is also used by state and local WAP staff or other stakeholders to submit new protocols, procedures, and/or materials for review and approval by DOE. This site also compiles and disseminates information on the evolving technologies and techniques used in the program. More information on this site can be found at <http://www.wapsirtt.org>.

Some of the technologies highlighted on the SIRTT include the following: regional best practice field guides; two-part foam product data sheets; and details about Energy Star® Quantity Quotes bulk purchasing tool.

Applicants shall further develop and maintain the SIRTT website to increase its effectiveness for all program stakeholders and participants. The applicant shall provide a detailed discussion of their proposed approach for expanding usage of this site, for maintaining and updating the information, and for providing quality control of the information posted on the site.

5. Additional Network Training

The intent of this objective is to provide training to the network during DOE conferences and other energy-related venues on a variety of topics related to WAP implementation and accessing information on technology and energy efficiency advancements. Some of the energy related venues include the DOE National and Regional Weatherization Training Conferences and National Energy and Utility Affordability Conference.

Applicants shall reinforce and expand training opportunities for network participants as it relates to Program management best practices and incorporating innovative technologies to increase energy efficiency efforts within WAP. Applicants shall provide a detailed discussion on their ability to assist with training efforts that include but are not limited to monitoring practices, technical information, the use of WAPTAC and SIRTT, and how to effectively use public information campaign materials.

Part II - AWARD INFORMATION

A. TYPE OF AWARD INSTRUMENT

DOE anticipates awarding cooperative agreements under this program announcement (See Section VI.B.2 Statement of Substantial Involvement)

B. ESTIMATED FUNDING

It is estimated that the following funds are expected to be available for new awards under this announcement:

<u>Program/Topic Area</u>	<u>Estimated DOE Funds Available</u>
Area of Interest 1	\$130,000
Area of Interest 2	\$210,000

C. MAXIMUM AND MINIMUM AWARD SIZE

Ceiling (i.e., the maximum amount for an individual award made under this announcement):
None

Floor (i.e., the minimum amount for an individual award made under this announcement):
None

D. EXPECTED NUMBER OF AWARDS

DOE anticipates making approximately 2 awards under this announcement, one for each area of interest.

E. ANTICIPATED AWARD SIZE

The anticipated award size for projects under each Program/Topic Area in this announcement is:

<u>Program/Topic Area</u>	<u>Estimated DOE Funds Available</u>
Area of Interest 1	\$130,000
Area of Interest 2	\$210,000

F. PERIOD OF PERFORMANCE

DOE anticipates making awards that will run one (1) year.

G. TYPE OF APPLICATION

DOE will accept new applications under this announcement.

PART III - ELIGIBILITY INFORMATION

ELIGIBLE APPLICANTS

All types of domestic entities are eligible to apply, except other Federal agencies, Federally Funded Research and Development Center (FFRDC) Contractors, and nonprofit organizations described in section 501(c)(4) of the Internal Revenue Code of 1986 that engaged in lobbying activities after December 31, 1995.

A. COST SHARING

Cost sharing is not required.

PART IV – APPLICATION AND SUBMISSION INFORMATION

A. ADDRESS TO REQUEST APPLICATION PACKAGE

Application forms and instructions are available at Grants.gov. To access these materials, go to <http://www.grants.gov>, select “Apply for Grants,” and then select “Download Application Package.” Enter the CFDA and/or the funding opportunity number located on the cover of this announcement and then follow the prompts to download the application package.

B. LETTER OF INTENT AND PRE-APPLICATION

1. Letter of Intent.

Letters of Intent are not required.

2. Pre-application

Pre-applications are not required.

C. CONTENT AND FORM OF APPLICATION – SF 424

You must complete the mandatory forms and any applicable optional forms (e.g., SF-LLL-Disclosure of Lobbying Activities) in accordance with the instructions on the forms and the additional instructions below. **Files that are attached to the forms must be in Adobe Portable Document Format (PDF) unless otherwise specified in this announcement.**

1. SF 424 - Application for Federal Assistance

Complete this form first to populate data in other forms. Complete all required fields in accordance with the pop-up instructions on the form. To activate the instructions, turn on the “Help Mode” (Icon with the pointer and question mark at the top of the form). The list of certifications and assurances referenced in Field 21 can be found on the DOE Financial Assistance Forms Page at http://management.energy.gov/business_doe/business_forms.htm under Certifications and Assurances.

2. Other Attachments Form

Submit the following files with your application and attach them to the Other Attachments Form. Click on “Add Mandatory Other Attachment” to attach mandatory file. Click on “Add Optional Other Attachment,” to attach the other files.

Project Narrative File

The project narrative must not exceed 20 pages, including cover page, table of contents, charts, graphs, maps, photographs, and other pictorial presentations, when printed using standard 8.5” by 11” paper with 1 inch margins (top, bottom, left, and right). EVALUATORS WILL REVIEW ONLY THE NUMBER OF PAGES SPECIFIED IN THE PRECEDING SENTENCE. The font must not be smaller than 11 point. Do not include any Internet addresses (URLs) that provide information necessary to review the application. See Part VIII.D for instructions on how to mark proprietary application information. Save the information in a single file named “Project.pdf,” and click on “Add Mandatory Other Attachment” to attach.

The project narrative must include:

- Project Objectives. This section should provide a clear, concise statement of the specific objectives/aims of the proposed project.
- Merit Review Criterion Discussion. The section should be formatted to address each of the merit review criterion and sub-criterion listed in Section V. A. Provide sufficient

information so that reviewers will be able to evaluate the application in accordance with these merit review criteria. DOE/NNSA WILL EVALUATE AND CONSIDER ONLY THOSE APPLICATIONS THAT ADDRESS SEPARATELY EACH OF THE MERIT REVIEW CRITERION AND SUB-CRITERION.

- Roles of Participants: For multi-organizational or multi-investigator projects, describe the roles and the work to be performed by each participant/investigator, business agreements between the applicant and participants, and how the various efforts will be integrated and managed.
- Statement Of Project Objectives (SOPO):
The Department of Energy's, National Energy Technology Laboratory uses a specific format for Statement of Project Objectives in its awards. In announcements such as this one, where the Government does not provide a Statement of Project Objectives, the Applicant is to provide one, which the DOE will then use to generate the Statement of Project Objectives to be included in the award.

The Statement of Project Objectives is generally less than 10 pages in total for the proposed work. Applicants shall prepare the Statement of Project Objectives in the following format:

TITLE OF WORK TO BE PERFORMED

(Insert the title of work to be performed. Be concise and descriptive.)

A. OBJECTIVES

Include one paragraph on the overall objective(s) of the work. Also, include objective(s) for each phase of the work.

B. SCOPE OF WORK

This section should not exceed one-half page and should summarize the effort and approach to achieve the objective(s) of the work for each Phase.

C. TASKS TO BE PERFORMED

Tasks, concisely written, should be provided in a logical sequence and should be divided into the phases of the project, as appropriate. This section provides a brief summary of the planned approach to this project. An outline of the Project Management Plan (referenced in Task 1.0 below and required to be submitted with your application) is provided later in this Part.

Task 1.0 - Project Management and Planning

(Description includes work elements required to revise and maintain the Project Management Plan and to manage and report on activities in accordance with the plan)

Subtask 1.1

(Description)

Task 2.0 - (Title)

Task 3.0 - (Title)

D. DELIVERABLES

The periodic, topical, and final reports shall be submitted in accordance with the "Federal Assistance Reporting Checklist" and the instructions accompanying the checklist. Reporting requirements are identified on the Federal Assistance Reporting Checklist, DOE F 4600.2, which is included as Attachment 1 to this announcement.

Project Summary/Abstract File

The project summary/abstract must contain a summary of the proposed activity suitable for dissemination to the public. It should be a self-contained document that identifies the name of the applicant, the project director/principal investigator(s), the project title, the objectives of the project, a description of the project, including methods to be employed, the potential

impact of the project (i.e., benefits, outcomes), and major participants (for collaborative projects). This document must not include any proprietary or sensitive business information as the Department may make it available to the public. The project summary must not exceed one (1) page when printed using standard 8.5" by 11" paper with 1" margins (top, bottom, left and right) with font no smaller than 11 point. Save this information in a file named "Summary.pdf," and click on "Add Optional Other Attachment" to attach.

Resume File

Provide a resume for each key person proposed, including subawardees and consultants if they meet the definition of key person. A key person is any individual who contributes in a substantive, measurable way to the execution of the project. Save all resumes in a single file named "bio.pdf" and click on "Add Optional Other Attachment" to attach. The biographical information for each resume must not exceed 2 pages when printed on 8.5" by 11" paper with 1 inch margins (top, bottom, left, and right) with font no smaller than 11 point and should include the following information, if applicable:

Education and Training. Undergraduate, graduate, and postdoctoral training; provide institution, major/area, degree, and year.

Professional Experience: Beginning with the current position list, in chronological order, professional/academic positions with a brief description.

Publications. Provide a list of up to 10 publications most closely related to the proposed project. For each publication, identify the names of all authors (in the same sequence in which they appear in the publication), the article title, book or journal title, volume number, page numbers, year of publication, and website address if available electronically.

Patents, copyrights, and software systems developed may be provided in addition to or substituted for publications.

Synergistic Activities. List no more than 5 professional and scholarly activities related to the effort proposed.

SF 424 A Excel, Budget Information – Non-Construction Programs File

You must provide a separate budget for each year of support requested and a cumulative budget for the total project period. Use the SF 424 A Excel, "Budget Information – Non Construction Programs" form on the DOE Financial Assistance Forms Page at http://management.energy.gov/business_doe/business_forms.htm.

You may request funds under any of the Object Class Categories as long as the item and amount are necessary to perform the proposed work, meet all the criteria for allowability under the applicable Federal cost principles, and are not prohibited by the funding restrictions in this announcement (See PART IV, G). Save the information in a single file named "SF424A.xls," and click on "Add Optional Other Attachment" to attach.

Budget Justification File

You must justify the costs proposed in each Object Class Category/Cost Classification category (e.g., identify key persons and personnel categories and the estimated costs for each person or category; provide a list of equipment and cost of each item; identify proposed subaward/consultant work and cost of each subaward/consultant; describe purpose of proposed travel, number of travelers, and number of travel days; list general categories of supplies and amount for each category; and provide any other information you wish to support your budget). Provide the name of your cognizant/oversight agency, if you have one, and the name and phone number of the individual responsible for negotiating your indirect rates. If cost sharing is required, you must have a letter

from each third party contributing cost sharing (i.e., a party other than the organization submitting the application) stating that the third party is committed to providing a specific minimum dollar amount of cost sharing. In the budget justification, identify the following information for each third party contributing cost sharing: (1) the name of the organization; (2) the proposed dollar amount to be provided; (3) the amount as a percentage of the total project cost; and (4) the proposed cost sharing – cash, services, or property. By submitting your application, you are providing assurance that you have signed letters of commitment. Successful applicants will be required to submit these signed letters of commitments. Save the budget justification information in a single file named "Budget.pdf," and click on "Add Optional Other Attachment" to attach.

3. SF-LLL Disclosure of Lobbying Activities

If applicable, complete SF- LLL. Applicability: If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the grant/cooperative agreement, you must complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying."

Summary of Required Forms/Files

Your application must include the following documents:

Name of Document	Format	File Name
Application for Federal Assistance – SF424	Form	N/A
Other Attachments Form: Attach the following files to this form:	Form	N/A
Project Narrative File	PDF	Project.pdf
Project Summary/Abstract File	PDF	Summary.pdf
Resume File	PDF	Bio.pdf
SF 424A File - Budget Information for Non-Construction	Excel	SF424A.xls
Budget Justification File	PDF	Budget.pdf
SF-LLL Disclosure of Lobbying Activities, if applicable.	Form	N/A

D. SUBMISSIONS FROM SUCCESSFUL APPLICANTS

If selected for award, DOE/NNSA reserves the right to request additional or clarifying information for any reason deemed necessary, including, but not limited to:

- Indirect cost information
- Other budget information
- Name and phone number of the Designated Responsible Employee for complying with national policies prohibiting discrimination (See 10 CFR 1040.5)
- Representation of Limited Rights Data and Restricted Software, if applicable
- Commitment Letter from Third Parties Contributing to Cost Sharing, if applicable

E. SUBMISSION DATES AND TIMES

1. Pre-application Due Date

Pre-applications are not required.

2. Application Due Date

Applications should be received by [7/28/2008](#), not later than 8:00 PM Eastern Time. You are encouraged to transmit your application well before the deadline. APPLICATIONS RECEIVED AFTER THE DEADLINE WILL NOT BE REVIEWED OR CONSIDERED FOR AWARD.

F. INTERGOVERNMENTAL REVIEW

This program is not subject to Executive Order 12372 – Intergovernmental Review of Federal Programs.

G. FUNDING RESTRICTIONS

Cost Principles Costs must be allowable in accordance with the applicable Federal cost principles referenced in 10 CFR part 600. The cost principles for commercial organization are in FAR Part 31.

H. OTHER SUBMISSION AND REGISTRATION REQUIREMENTS

1. Where to Submit

APPLICATIONS MUST BE SUBMITTED THROUGH GRANTS.GOV TO BE CONSIDERED FOR AWARD. Submit electronic applications through the “Apply for Grants” function at www.Grants.gov. If you have problems completing the registration process or submitting your application, call Grants.gov at 1-800-518-4726 or send an email to support@grants.gov.

2. Registration Process

You must COMPLETE the one-time registration process (all steps) before you can submit your first application through Grants.gov (See www.grants.gov/GetStarted). **We recommend that you start this process at least three weeks before the application due date.** It may take 21 days or more to complete the entire process. Use the Grants.gov Organizational Registration Checklists at <http://www.grants.gov/assets/OrganizationRegCheck.pdf> to guide you through the process. **IMPORTANT:** During the CCR registration process, you will be asked to designate an E-Business Point of Contact (EBIZ POC). The EBIZ POC must obtain a special password called “Marketing Partner identification Number” (MPIN). When you have completed the process, you should call the Grants.gov Helpdesk at 1-800-518-4726 to verify that you have completed the final step (i.e., Grants.gov registration).

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Number 2 - Grants.gov Submission Validation Receipt for Application Number
Number 3 - Grants.gov Grantor Agency Retrieval Receipt for Application Number
Number 4 - Grants.gov Agency Tracking Number Assignment for Application Number
Number 5 – DOE e-Center Grant Application Received

The last email will contain instructions for the AOR to register with the DOE e-Center. If the AOR is already registered with the DOE e-Center, the title of the last email changes to:

Number 5 – DOE e-Center Grant Application Received and Matched

This email will contain the direct link to the application in IIPS. The AOR will need to enter their DOE e-Center user id and password to access the application.

Part V - APPLICATION REVIEW INFORMATION

A. CRITERIA

1. Initial Review Criteria

Prior to a comprehensive merit evaluation, DOE will perform an initial review to determine that (1) the applicant is eligible for an award; (2) the information required by the announcement has been submitted; (3) all mandatory requirements are satisfied; and (4) the proposed project is responsive to the objectives of the funding opportunity announcement.

2. Merit Review Criteria

Evaluation Criteria

Criterion 1: Project Merit

Weight: [50%]

Degree to which applicant demonstrates an understanding of the Weatherization program goals and objectives.

Demonstrated knowledge of the current activities associated with the Weatherization Assistance Program.

Degree to which applicant demonstrates existing relationships, collaborations, or partnerships with the Weatherization network.

Criterion 2: Project Approach

Weight: [40%]

Degree to which the project meets the objectives of the Funding Opportunity Announcement.

Innovativeness of the proposed approach to accomplish the project objectives.

Reasonableness of the proposed approach.

Clarity and completeness of the statement of the project objectives.

Criterion 3: Team Qualifications and Experience

Weight: [10%]

Extent to which applicant demonstrates successful performance on projects of similar size, scope, and complexity.

Appropriateness of the credentials, capabilities and experience of the project team and key personnel.

Degree to which the roles and responsibilities of the project team have been identified and reasonableness of their ability to successfully manage and implement the proposed project.

Other Selection Factors

The selection official will consider the following program policy factor in the selection process:

1. It may be desirable to select project(s) of less technical merit than other project(s), if such selection will optimize use of available funds.

B. REVIEW AND SELECTION PROCESS

1. Merit Review

Applications that pass the initial review will be subjected to a merit review in accordance with the guidance provided in the "Department of Energy Merit Review Guide for Financial Assistance." This guide is available under Financial Assistance, Regulations and Guidance at <http://www.management.energy.gov/documents/meritrev.pdf>.

2. Selection

The Selection Official will consider the merit review recommendation, program policy factors, and the amount of funds available.

3. Discussions and Award

The Government may enter into discussions with a selected applicant for any reason deemed necessary, including but not limited to: (1) the budget is not appropriate or reasonable for the requirement; (2) only a portion of the application is selected for award; (3) the Government needs additional information to determine that the recipient is capable of complying with the requirements in 10 CFR part 600; and/or (4) special terms and conditions are required. Failure to resolve satisfactorily the issues identified by the Government will preclude award to the applicant.

C. ANTICIPATED NOTICE OF SELECTION AND AWARD DATES

DOE anticipates making awards by [September 30, 2008](#).

Part VI - AWARD ADMINISTRATION INFORMATION

A. AWARD NOTICES

1. Notice of Selection

DOE will notify applicants selected for award. This notice of selection is not an authorization to begin performance. (See Part IV.G with respect to the allowability of pre-award costs.)

Organizations whose applications have not been selected will be advised as promptly as possible. This notice will explain why the application was not selected.

2. Notice of Award

A Notice of Financial Assistance Award issued by the contracting officer is the authorizing award document. It normally includes either as an attachment or by reference: (1). Special Terms and Conditions; (2). Applicable program regulations, if any; (3). Application as approved by DOE/NNSA.; (4). DOE assistance regulations at 10 CFR part 600, or, for Federal Demonstration Partnership (FDP) institutions, the FDP terms and conditions; (5). National Policy Assurances To Be Incorporated As Award Terms; (6). Budget Summary; and (7). Federal Assistance Reporting Checklist, which identifies the reporting requirements.

B. ADMINISTRATIVE AND NATIONAL POLICY REQUIREMENTS

1. Administrative Requirements

The administrative requirements for DOE grants and cooperative agreements are contained in 10 CFR part 600 (See: <http://ecfr.gpoaccess.gov>), except for grants and cooperative agreements made to Federal Demonstration Partnership (FDP) institutions. The FDP terms and conditions and DOE FDP agency specific terms and conditions are located on the National Science Foundation web site at http://www.nsf.gov/awards/managing/fed_dem_part.jsp.

2. Special Terms and Conditions and National Policy Requirements

Special Terms and Conditions and National Policy Requirements

The DOE Special Terms and Conditions for Use in Most Grants and Cooperative Agreements are located at http://management.energy.gov/business_doe/business_forms.htm.

The National Policy Assurances To Be Incorporated As Award Terms are located at DOE http://management.energy.gov/business_doe/business_forms.htm.

Intellectual Property Provisions

The standard DOE financial assistance intellectual property provisions applicable to the various types of recipients are located at http://www.gc.doe.gov/financial_assistance_awards.htm.

Statement of Substantial Involvement

DOE is Responsible for:

Reviewing in a timely manner project plans, including project management, economic studies, analysis documentation and technology transfer plans, and recommending alternate approaches, if the plans do not address critical programmatic issues;

Participating in project management planning activities, including risk analysis, to ensure DOE's program requirements or limitations are considered in performance of the work elements. As the project(s) is focused on analysis and information dissemination, DOE shall determine progression to subsequent stages;

Integrating and redirecting the work effort to ensure that project results address critical system and programmatic goals established by DOE EERE, in coordination with the DOE Weatherization Assistance Program;

Promoting and facilitating technology transfer activities, including disseminating results through presentations, publications, and communications with the Weatherization community and other organizations; and

Serving as liaison between awardees and industry and other program staff (e.g. national labs, Weatherization Assistance Program, Golden Field Office).

C. REPORTING

Reporting requirements are identified on the Federal Assistance Reporting Checklist, DOE F 4600.2, which is included as Attachment 1 to this announcement.

PART VII - QUESTIONS/AGENCY CONTACTS

A. QUESTIONS

Questions regarding the content of the announcement must be submitted through the “Submit Question” feature of the DOE Industry Interactive Procurement System (IIPS) at <http://e-center.doe.gov>. Locate the program announcement on IIPS and then click on the “Submit Question” button. Enter required information. You will receive an electronic notification that your question has been answered. DOE/NNSA will try to respond to a question within 3 business days, unless a similar question and answer have already been posted on the website.

Questions relating to the registration process, system requirements, how an application form works, or the submittal process must be directed to Grants.gov at 1-800-518-4726 or support@grants.gov. DOE/NNSA cannot answer these questions.

B. AGENCY CONTACT

Name:	Jacquelyn Wilson
E-mail:	Jacquelyn.Wilson@netl.doe.gov
FAX:	(304) 285-4683
Telephone (Optional):	(304) 285-4135

PART VIII - OTHER INFORMATION

A. MODIFICATIONS

Notices of any modifications to this announcement will be posted on Grants.gov and the DOE Industry Interactive Procurement System (IIPS). You can receive an email when a modification or an announcement message is posted by joining the mailing list for this announcement through the link in IIPS. When you download the application at Grants.gov, you can also register to receive notifications of changes through Grants.gov.

B. GOVERNMENT RIGHT TO REJECT OR NEGOTIATE

DOE reserves the right, without qualification, to reject any or all applications received in response to this announcement and to select any application, in whole or in part, as a basis for negotiation and/or award.

C. COMMITMENT OF PUBLIC FUNDS

The Contracting Officer is the only individual who can make awards or commit the Government to the expenditure of public funds. A commitment by other than the Contracting Officer, either explicit or implied, is invalid.

D. PROPRIETARY APPLICATION INFORMATION

Patentable ideas, trade secrets, proprietary or confidential commercial or financial information, disclosure of which may harm the applicant, should be included in an application only when such information is necessary to convey an understanding of the proposed project. The use and disclosure of such data may be restricted, provided the applicant includes the following legend on the first page of the project narrative and specifies the pages of the application which are to be restricted:

"The data contained in pages _____ of this application have been submitted in confidence and contain trade secrets or proprietary information, and such data shall be used or disclosed only for evaluation purposes, provided that if this applicant receives an award as a result of or in connection with the submission of this application, DOE shall have the right to use or disclose the data herein to the extent provided in the award. This restriction does not limit the government's right to use or disclose data obtained without restriction from any source, including the applicant."

To protect such data, each line or paragraph on the pages containing such data must be specifically identified and marked with a legend similar to the following:

"The following contains proprietary information that (name of applicant) requests not be released to persons outside the Government, except for purposes of review and evaluation."

E. EVALUATION AND ADMINISTRATION BY NON-FEDERAL PERSONNEL

In conducting the merit review evaluation, the Government may seek the advice of qualified non-Federal personnel as reviewers. The Government may also use non-Federal personnel to conduct routine, nondiscretionary administrative activities. The applicant, by submitting its application, consents to the use of non-Federal reviewers/administrators. Non-Federal reviewers must sign conflict of interest and non-disclosure agreements prior to reviewing an application. Non-Federal personnel conducting administrative activities must sign a non-disclosure agreement.

APPENDICES/REFERENCE MATERIAL

[Attachment 1 – Reporting Requirements Checklist](#)

ATTACHMENT 1

U.S. Department of Energy FEDERAL ASSISTANCE REPORTING CHECKLIST AND INSTRUCTIONS

1. Identification Number: DE-PS26-08NT00690	2. Program/Project Title: Weatherization Training, Technical Assistance, Analysis, And Information Dissemination												
3. Recipient:													
4. Reporting Requirements: A. MANAGEMENT REPORTING <input checked="" type="checkbox"/> Progress Report <input checked="" type="checkbox"/> Special Status Report	Frequency Q A	No. of Copies Upload only 1 copy to the address in the next column at the interval specified in the previous column.	Addressees https://www.eere- pmc.energy.gov/SubmitReports.aspx										
B. SCIENTIFIC/TECHNICAL REPORTING (Reports/Products must be submitted with appropriate DOE F 241. The 241 forms are available at www.osti.gov/estsc/241-4pre.jsp) <table style="width: 100%; border: none;"> <tr> <td style="width: 60%;">Report/Product</td> <td style="width: 40%;">Form</td> </tr> <tr> <td><input type="checkbox"/> Final Scientific/Technical Report</td> <td>DOE F 241.3</td> </tr> <tr> <td><input type="checkbox"/> Conference papers/proceedings*</td> <td>DOE F 241.3</td> </tr> <tr> <td><input type="checkbox"/> Software/Manual</td> <td>DOE F 241.4</td> </tr> <tr> <td><input type="checkbox"/> Other (see Special Instructions)</td> <td>DOE F 241.3</td> </tr> </table> <i>* Scientific and technical conferences only</i>	Report/Product	Form	<input type="checkbox"/> Final Scientific/Technical Report	DOE F 241.3	<input type="checkbox"/> Conference papers/proceedings*	DOE F 241.3	<input type="checkbox"/> Software/Manual	DOE F 241.4	<input type="checkbox"/> Other (see Special Instructions)	DOE F 241.3			http://www.osti.gov/estsc/241-4pre.jsp http://www.osti.gov/estsc/241-4pre.jsp http://www.osti.gov/estsc/241-4pre.jsp
Report/Product	Form												
<input type="checkbox"/> Final Scientific/Technical Report	DOE F 241.3												
<input type="checkbox"/> Conference papers/proceedings*	DOE F 241.3												
<input type="checkbox"/> Software/Manual	DOE F 241.4												
<input type="checkbox"/> Other (see Special Instructions)	DOE F 241.3												
C. FINANCIAL REPORTING <input checked="" type="checkbox"/> SF-269, Financial Status Report <input type="checkbox"/> SF-269A, Financial Status Report (Short Form) <input type="checkbox"/> SF-272, Federal Cash Transactions Report	Q, F		https://www.eere- pmc.energy.gov/SubmitReports.aspx										
D. CLOSEOUT REPORTING <input type="checkbox"/> Patent Certification <input checked="" type="checkbox"/> Property Certification <input type="checkbox"/> Other (see Special Instructions)	F		https://www.eere- pmc.energy.gov/SubmitReports.aspx										
E. OTHER REPORTING <input type="checkbox"/> Annual Indirect Cost Proposal <input type="checkbox"/> Annual Inventory Report of Federally Owned Property, if any <input checked="" type="checkbox"/> Other See Special Instructions	A	Electronic Version	https://www.eere- pmc.energy.gov/SubmitReports.aspx See Note 1										
FREQUENCY CODES AND DUE DATES: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">A - Within 5 calendar days after events or as specified.</td> <td style="width: 50%;">S - Semiannually; within 30 days after end of reporting period.</td> </tr> <tr> <td>F - Final; 90 calendar days after expiration or termination of the award.</td> <td>Q - Quarterly; within 30 days after end of the reporting period.</td> </tr> <tr> <td>Y - Yearly; 90 days after the end of the reporting period.</td> <td></td> </tr> </table>				A - Within 5 calendar days after events or as specified.	S - Semiannually; within 30 days after end of reporting period.	F - Final; 90 calendar days after expiration or termination of the award.	Q - Quarterly; within 30 days after end of the reporting period.	Y - Yearly; 90 days after the end of the reporting period.					
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Y - Yearly; 90 days after the end of the reporting period.													
5. Special Instructions: Forms are available at https://www.eere-pmc.energy.gov/forms.asp . 1. Submit Reports (or provide email notification of Winsaga entry) to the DOE Project Officer identified in Block 11 of DOE Form 4600.1.													

Federal Assistance Reporting Instructions (12/07)

A. MANAGEMENT REPORTING

Progress Report

The Progress Report must provide a concise narrative assessment of the status of work and include the following information and any other information identified under Special Instructions on the Federal Assistance Reporting Checklist:

1. The DOE award number and name of the recipient
2. The project title and name of the project director/principal investigator.
3. Date of report and period covered by the report.
4. A comparison of the actual accomplishments with the goals and objectives established for the period and reasons why the established goals were not met.
5. A discussion of what was accomplished under these goals during this reporting period, including major activities, significant results, major findings or conclusions, key outcomes or other achievements. This section should not contain any proprietary data or other information not subject to public release. If such information is important to reporting progress, do not include the information, but include a note in the report advising the reader to contact the Principal Investigator or the Project Director for further information
6. Cost Status. Show approved budget by budget period and actual costs incurred. If cost sharing is required break out by DOE share, recipient share, and total costs.
7. Schedule Status. List milestones, anticipated completion dates and actual completion dates. If you submitted a project management plan with your application, you must use this plan to report schedule and budget variance. You may use your own project management system to provide this information.
8. Any changes in approach or aims and reasons for change. Remember significant changes to the objectives and scope require prior approval by the contracting officer.
9. Actual or anticipated problems or delays and actions taken or planned to resolve them.
10. Any absence or changes of key personnel or changes in consortium/teaming arrangement.
11. A description of any product produced or technology transfer activities accomplished during this reporting period, such as:
 - a. Publications (list journal name, volume, issue); conference papers; or other public releases of results. Attach or send copies of public releases to the DOE Project Officer identified in Block 11 of the Notice of Financial Assistance Award.

- b. Web site or other Internet sites that reflect the results of this project.
- c. Networks or collaborations fostered.
- d. Technologies/Techniques.
- e. Inventions/Patent Applications.
- f. Other products, such as data or databases, physical collections, audio or video, software or netware, models, educational aid or curricula, instruments or equipment.

Special Status Report

The recipient must report the following events by e-mail as soon as possible after they occur:

1. Developments that have a significant favorable impact on the project.
2. Problems, delays, or adverse conditions which materially impair the recipient's ability to meet the objectives of the award or which may require DOE to respond to questions relating to such events from the public. For example, the recipient must report any of the following incidents and include the anticipated impact and remedial action to be taken to correct or resolve the problem/condition:
 - a. Any single fatality or injuries requiring hospitalization of five or more individuals.
 - b. Any significant environmental permit violation.
 - c. Any verbal or written Notice of Violation of any Environmental, Safety, and Health statutes or regulations.
 - d. Any incident which causes a significant process or hazard control system failure.
 - e. Any event which is anticipated to cause a significant schedule slippage or cost increase.
 - f. Any damage to Government-owned equipment in excess of \$50,000.
 - g. Any other incident that has the potential for high visibility in the media.

C. FINANCIAL REPORTING

Recipients must complete the financial reports identified on the Reporting Checklist in accordance with the report instructions. These standard forms are available at <http://www.whitehouse.gov/omb/grants/index.html>. Fillable forms are available at <http://grants.pr.doe.gov>.

D. CLOSEOUT REPORTS

Property Certification

The recipient must provide the Property Certification, including the required inventories of non-exempt property, located at <http://grants.pr.doe.gov>. A signed copy of the Property Certification shall be submitted in PDF format to the NETL Property Administrator at the following email address: Property.Administrator@netl.doe.gov